

**CONFIDENTIAL**

*Case File:*  
*O/S Security*

Chief, Physical Security Division,  
Office of Security

3 January 1961

Chief, Records Management Staff,  
Management Staff

Selection of Filing Equipment for  
the Agency Badge File

1. Recently we were requested by [redacted] to assist with the acquisition and installation of a Diebold Elevator File on a trial basis. Subsequently [redacted] of this office agreed that other types of filing equipment should also be considered. Comparisons of seven possible equipment applications were made. The attached chart outlines these seven types of equipment, and they are:

- |                                      |                                       |
|--------------------------------------|---------------------------------------|
| (a) IBM Card Cabinets                | (d) Conve' Filer (Elevator File)      |
| (b) Simplified Elevator File         | (e) Roto File (Elevator)              |
| (c) Diebold Elevator File            | (f) Roll-Dex, Double Deck, Cross File |
| (g) Roll-Dex, Trans-Dex, Double Deck |                                       |

Each of these filing units have different features and vary as to filing capacity, cost, and space requirements.

2. Any one of the above kinds of equipment would probably house your files adequately. The final selection, however, of the most satisfactory type of filing equipment is dependent upon the system with which it is to be used.
3. I propose that we make a thorough survey of your procedures and future requirements with [redacted] before selecting the filing equipment. I do not think the procedures survey will materially delay this project. I will be glad to assist you in any way I can with this proposal as well as making the final choice of filing equipment. Please advise me of your wishes.

*Dest:*

*Orig + 1 - addressee*

*Copy to*

*1/3/61*

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